

ONLINE POLITICAL FILE CHECKLIST

Political Order: Candidate or Issue Ad	1
Order (schedule): upload to online political file within 1 business day	-
Candidate Ad	
National Issue Ad	
NAB Form PB-19: upload to online political file within 1 business day of receipt of	+
order and upload a new form in the online political file within 1 husiness day of	
receipt of a new spot.	
Candidate Ad	
National Issue Ad	
Local/State Issue Ad	
Invaire (should	
Invoice (showing preemptions, make-goods, rebates – if any): upload to online	
political life within I business day of when the invoices is regularly generated by	
the station (e.g., weekly, monthly)	
Candidate Ad	
National Issue Ad	
f Issue Ad (National or Local/State)—email buyer with the following required	
message prior to uploading NAB Form to online political file:	
"Is the list of chief executive officers, members of the executive	
committee or board of directors provided complete and accurate?"	Ma
	Ma
Ad Review (prior to air)	
Complete for each spot provided as part of ad buy	V
Confirm Sponsor ID is compliant	
and the same of th	1
or Candidate Ads:	
Complete section of NAB Form PB-19 marked as "To Be Completed by Station Only"	
Station Only	
or Issue Ads:	
Confirm federal candidate/federal election/Issue disclosures on page 1	47
are accurate for new spot — update as needed.	•
Complete section of NAB Form PB-19 marked as "To Be Completed by Station Only"	
Station Only"	

Please use the charts below to confirm all required information is placed in the political file:

The charts are organized by type of advertisement and explain what must be placed in the file for each type of spot. Different material must be included in the political file depending on who is purchasing the ad and whether it features a candidate "use."



CANDIDATE ADVERTISEMENTS

Candidate Order	
NAB Form PB-19 (for each <u>spot</u>) — Candidate Ad	
Ensure form is filled out completely	1
Do not use acronyms or abbreviations	
If Federal Candidate, must sign certification	1
 Station must complete bottom of page 2, section marked as "To Be Completed by Station Only" 	V
Order Information:	
Schedule purchased (Class, Rates, Length of Spots)	1/
nvoice:	
 Information on schedule changes (preemptions, make-goods), and any rebates. 	
f the Candidate DOES NOT complete the NAB Form, then they must provide ALL of the following information:	
The name of the candidate;]
• The election (i.e., the office sought):	1 1
 The election (i.e., the office sought); The name of the candidate's authorized committee, and the name. 	nh
 The election (i.e., the office sought); The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; 	nla
 The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; 	nla
 The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; The name of the committee's treasurer; and 	nla
 The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; 	nla
 The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; The name of the committee's treasurer; and For FEDERAL Candidates: Certification whether the advertisement refers to an opposing candidate, and if it does that it includes the required 	nla
 The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; The name of the committee's treasurer; and For FEDERAL Candidates: Certification whether the advertisement refers to an opposing candidate, and if it does that it includes the required disclosure Candidate Order is Refused	nla
 The name of the candidate's authorized committee, and the name, address, and phone number of a contact person for the candidate or committee; The name of the committee's treasurer; and For FEDERAL Candidates: Certification whether the advertisement refers to an opposing candidate, and if it does that it includes the required disclosure 	nla



ISSUE ADVERTISEMENTS

NATIONAL ISSUE or FEDERAL ELECTION	
If the spot communicates a message relating to any "political matter of national importance," including: (i) a federal candidate; (ii) a federal election;	V
or (iii) any "national legislative issue of public importance," the following must be placed in the online political file:	
NAB Form PB-19 (for each spot) — Issue Ad	
Ensure form is filled out completely	
Do not use acronyms or abbreviations	
 Confirm federal candidate/federal election/Issue disclosures are accurate for each spot 	V
 Station must complete bottom of page 2, section marked as "To Be Completed by Station Only" 	
Order Information	
Schedule purchased (Class, Rates, Length of Spots)	
nvoice	
 Information on schedule changes (preemptions, make-goods), and any rebates. 	
the advertiser DOES NOT complete the NAB Form, then they must provide LL of the following information:	
 The issue(s), if any, referred to in the spots (list all) The name of the candidate(s), if any, referred to in the spots (list all) 	•
The election(s), if any, referred to in the spots (list all)	Λ
The name of the person purchasing the time	1.15
 The name, address, and phone number of a contact person a list of the chief executive officers or members of the 	



	ISSUE ADVERTISEMENTS, cont'd	Λ	1,
OTHER	ISSUE	[/ †	
"Control (usually a	rersial issue of public importance" OR a "Political matter" state or local issue)		1
NAB Form	n PB-19 (for each <u>spot</u>) – Issue Ad		
•	Ensure form is filled out completely		
•	oo not use actoristits of appleatious		
•	Station must complete bottom of page 2, section marked as "To Be Completed by Station Only"		
favorable	on about the order (schedule, class, rates) is <u>not</u> required to be the political file UNLESS the spot includes a candidate "USE" (the appearance of a candidate). See page 5 for what must be included to is a "use."		
If the adve	ertiser DOES NOT complete the NAB Form, then they must provide following information:		
• All	e name and address of the group paying for the advertisement st of the chief executive officers or members of the executive mmittee or the board of directors of the organization sponsoring		



Candidate "Use"

If an issue advertisement includes the <i>favorable</i> appearance of a candidate — and is therefore a "use" — then the following information must be placed in the online political file:	✓
The name of the candidate	V
The election (i.e., the office sought)	V
The sponsor of the ad	V
A schedule of the time purchased (class(es) of time purchased, length of spots)	v
Information on schedule changes (preemptions, make-goods), and any rebates.	
	Ma
If a candidate appears in a program that is <u>not</u> an advertisement (e.g., a program that is not covered by one of the news exceptions, such as a local charity telethon), this is still a candidate "use," and the station must place a memo with the following information in the online political file:	
The name of the candidate	
The election (i.e., the office sought)	
The name of the candidate's authorized committee	
The time and duration of the appearance	
f free time is provided for use by or on behalf of a candidate, place a memo with the following Information in the online political file:	1
he name of the candidate	
he election (i.e., the office sought)	
he name of the candidate's authorized committee	
he time and duration of the free time provided	-



How to Access the Online Political File

The online public file is accessed at https://publicfiles.fcc.gov/. Login using the station's facility ID number and passcode.

To locate the political file folders, once you have logged into the online public file, hover over the "Manage Public Inspection Files" link at the top of the screen, click on the "Political Files" link in the menu that appears. Click on the correct year and then choose the correct folder for the political material:

- (1) Federal;
- (2) Local;
- (3) Non-Candidate Issue Ads;
- (4) State; or
- (5) Terms and Disclosures

How to Organize the Online Political File

It is important to keep your online political file well organized.

Use Folders: Use the main folders (Federal, Local, Non-Candidate Issue Ads, and State) and create sub-folders to store files by Candidate name, PAC, or Issue (e.g., Local/Sheriff/Candidate A, State/Senate Primary/Candidate B, Federal/House/Candidate C, Issue Ads/NRCC/Healthcare, etc.).

Naming documents: Name uploaded documents using identifying information (e.g., Purdue082615, NAB FormPurdue082615) that would be helpful to someone searching for information in the political file. If the order is revised, leave the original order in the folder and upload the revised order with a new name (e.g., Purdue082615v2 or Purdue082615Rev1).

DO NOT use the online political file to store all political advertising information. <u>Include ONLY</u> the information that the FCC requires.



Timing

- Once an order is placed or revised, the required information should be uploaded to the public file within 1 business day.
- NAB Form PB-19 (or letter with all required information) must be uploaded within 1 business day.
 - O <u>Important</u>: The NAB Form provided by the candidate or issue advertiser must be filled out completely. If they choose not to use the NAB Form, then they must provide all the information listed in the charts above. If any information is missing, the Station should fill it in before uploading it to the public file.
- Each spot should have its own NAB PB-19. If the agency does not provide one use a copy of the original NAB PB-19 and complete the section marked as "To Be Completed by Station Only" for each spot.
- Review each spot for compliance with sponsor ID.

Contents of the Online Political File

DO NOT place in the online political file:

- Requests for time that do not result in a final order (except where a request for a candidate spot is refused – see below).
- Checks or credit card statements proof of payment is not required (e.g., do not include bank account information, social security numbers, etc.).
- Memos containing internal valuations of packages.

CANDIDATE ADVERTISEMENT AGREEMENT FORM

See Order for proposed schedule and cl	harges. See Invoice for actual schedule and charges.
, AxMedia	hereby request station time as follows:
IDENTIFY CANDIDATE TYPE	FEDERAL CANDIDATE STATE OR LOCAL CANDIDATE
	BLOCKS MUST BE COMPLETED
Candidate name: Tommy Tuberville	
Authorized committee:	
Tuberville for Senate, Inc.	
Agency requesting time (and contact information):	
N/A AxMedia	
Candidate's political party: Republican	
Office sought (no acronyms or abbreviations): United States Senate	
Date of election: March 31,2020 (Runoff)	General Primary
Treasurer of candidate's authorized committee: Paul Shashy	
A server by aggreent function behalf of the server of the	fied candidate, or d candidate listed above; d for by such person or entity; and dies, including applicable classes and each discussion.
Candidate/Committee/Agency	Station Representative
Signature: -WaTNL	Signature: Mdi M
Name: Eva Mah	Name: Whi Tohogo
Date of Request to Purchase Ad Time: 3/4/2020	Date of Station Agreement to Sell Time: 2

for a duration of at least four seconds the candidate approved the broadca broadcast or if radio programming, o	t the broadcast matter to be aired pursuant of s, (2) contains a clearly identifiable photograss and a simultaneously displayed printed states and that the candidate and/or the candidate ontains a personal audio statement by the candidate has approved the broadcast.	ph or similar image of the candidate ement identifying the candidate, that
Candidate/Authorized Committee	ee/Agency	
Signature:		
Name: Eva Mah		- Marie
Date: 3/4/2020		
	TO BE COMPLETED BY STATION C	NLY
Ad submitted to Station?	Yes No Date ad received	35/2020
Note: Must have separate PB-19 F	orms for each version of the ad (i.e., for	every ad with differing copy).
Federal candidate certification signed	(above): Yes No	N/A
Rejected – provide reason:	promptly upload updated final form when cons., insufficient sponsor ID tag):	
Contract #: S45742	Station Call Letters: WBRC. Station Location: Birminum IL traffic system print out or other liberations.	Date Received/Requested:
Est. #: 1315	Station Location: Birminum IL	Run Start and End Dates:
purchased or attach separately. If statio	traffic system print-out) or other documents f time purchased, when spots actually aired, in will not upload the actual times spots aired at information immediately should be placed	the rates charged and the classes of time

WOC12411966 [00.00]

Order Printout

Opened-New Order Status:

Buyer Order #: Traffic #:

9419

Birmingham House WBRC TV Sales Region: Property:

03/03/20 - 03/09/20 Start/End Dates:

Advertiser. Agency:

Tommy Tuberville for Senate

Adults 55+ (RTG)

Primary Demo:

Buyer:

AxMedia

Product Desc.: C/P/E:

2020 Primary Election 164 / 213 / 1315

FOX 6 NEWS

Tuberville for Senate - Runoff TV - 3/6 - 3/9 Estimate Desc.:

3/04/20 12:27 PM \$5,265.00 (Cash) Total Cost:

Received Date:

Comments:

Please include ISCI and Estimate on all invoices. We are set up to receive invoices electronically: TV Invoices ID: 9916670 or TV16670 and RADIO Invoices ID: 9914861 OR R114861. Marketron #200345, Spotdata #2095, eMediaTrade (AdCoreLocal) #EMT12794Separation: 30

Terms Of Sale:

following month. This agency does not accept "service fees" or "handling charges" or anything of that type. Urgently request our commercials air in the first :30 position of each pod. All spots must receive a fair and equitable rotation. Deductions will be made for poor rotations and missing bonus or N/C spots. Any additional bonus weight would be greatly appreciated. No makegoods will be accepted. All spots shown on the invoice/affidavit must be within 5 minutes of the actual time the spots aired. We have the right to cancel this All invoices must exactly match this time order and are to be sent, in duplicate, immediately following the end of the schedule. All invoices are to be in our hands by the 7th of the contract. A 30-minute separation is required between our own spots and those of our major competitors.

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5	Program	20	5	Time	TWITESSIA	Rote	Ž ~						-	\vdash	L	L	<u> </u>	Total		3	-	
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Generated Date: 3/04/20 1:12 PM

Generated by WO Platform WideOrbit Inc.

Page 1 of 2

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-	WBRC NEWS AT 9P SUN	3	8	30 9:00 PM-9:30 PM	3	450.00	-	H	-	L		r	-	\vdash	_		\vdash	 				
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					S	Spot Totals	21	F	F			}	-	-	-		f	-				
-1					Adults 5	Adults 55+ GRP: 85.50	15.50		+	-	I	\dagger	+	+		1	†	<u>-</u>	\$5,265.00	_	65.50	
								-		_	_		_	_		_	_					

MONTH	SPOTS	COST	B	GRP MONTH	SPOTS	COST	GRP
March	12	\$5,265.00	85.50				T -

ORDER

Order / Rev: 1545742 Alt Order #: WOC12411966 Product Desc: 2020 Primary Election_Mar 6-9

AxMedia

ON YOUR SIDE

Estimate Flight Dates:

1315 03/06/20 - 03/09/20

Primary AE:

Birmingham House

Original Date / Rev.

03/04/20 / 03/04/20

Sales Office:

BHM-N

WBRC

Order Type:

NORMAL

Sales Region

Billing Cycle:

National

Agency

Orders

Name: **Buying Contact:** Billing Contact:

1251 NW Briarcliff Pkwy

Billing Type Cash Billing Calendar

Broadcast EOM/EOC

Kansas City, MO 64116

Agency Commission:

15%

Advertiser

Name:

Tuberville for Senate Inc

Demographic:

Product Codes:

Revenue Code 3:

A55+

POL-CAND

Candidate - National - Senate

Revenue Code 1: **AGY** Revenue Code 2:

POL

Unit Code

New Business Thru:

Advertiser External ID: Agency External ID:

176855 140343

General

12

12

Bill Plan

Start Date **End Date** # Spots **Gross Amount Net Amount** 02/24/20 03/09/20 12 \$5,265.00 \$4,475.25 **Totals** Month # Spots March 2020

Totals

Gross Amount Net Amount Rating \$5,265.00 \$4,475.25 85.50

\$4,475.25

85.50

\$5,265.00

Account Executives

Account Executive	Sales Office	Sales Region	Start Date / End Date	Order %
Birmingham House	BHM-N	National	Start Of Order - End Of Order	100%

Ln N 1	Ch	Start	End	Inventory Code		Start/End		Len Sp	ots	Rate Pri	Rtg Type	Spots	Amount
19 1	VVDRC	03/06/20	03/09/20	M-F News at 6a M-F News at 6a	CM	6:00 AM-7:0	00 AM 11	30	2	\$480,00P-02	6.70 NM	2	\$960,00
	(Progra	m: GOOD	DAY AL 6	A)Mar-2019LS							1		
			End Date	Weekdays	Spots/Week	Rate	Rating				- 1		
_	Veek: 03/		03/09/20	11	2	\$480.00	6.70						
N 2	WBRC	03/07/20	03/07/20	Sat News at 7-8a Sat News at 7-8a	CM	7:00 AM-8:0	00 AM1-	:30	1	\$375,00P-02	7.40 NM	1	\$375.00
	(Program	m WBRC	NEWS SA	T 7A)Mar-2019LS							ĺ		
			End Date	Weekdays	Spots/Week	Rate	Rating						
	Veek; 03/		03/08/20	1-	1	\$375.00	7.40						
N 3	WBRC	03/08/20	03/08/20	Sun News at 7-8a		7:00 AM-8:0	0 AM1	:30	1	\$300,00P-02	8.60 NM	1	\$300,00
	(Program	n; WBRC	NEWS SU	Sun News at 7-8a N 7A)Mar-2019LS	1							•	4555,55
			End Date		Spots/Week	Rate	Rating						
	Veek: 03/		03/08/20	1	1	\$300.00	8,60						
N 4			03/09/20	M-F News at 12p M-F News at 12p	CM	12:00 PM-1:	00 PM11	:30	2	\$270,00P-02	6.00 NM	2	\$540.00
	(Program	n: WBRC	NOON NE	WS)Mar-2019LS							1		
	/eek: 03/0)3/20	End Date 03/09/20	<u>Weekdays</u> 11	Spots/Week 2	Rate \$270.00	Rating 6.00				0.		
N 5	WBRC	03/06/20	03/09/20	MF News at 530; MF News at 530		5.30 PM-6.0	0 PM 11	:30	2	\$570,00P-02	8.20 NM	2	\$1,140.00

Print Date: 03/04/20 15:23.33 Page 2 of 2

Order / Rev:

1545742

Advertiser:

Tuberville for Senate Inc

Alt Order#:

WOC12411966

Estimate:

Product Desc: 2020 Primary Election_Mar 6-9

WBRC

Flight Dates:

03/06/20 - 03/09/20

1315

Ln Ch Start End (Program: WBRC NEWS A	Inventory Code Bri T 530P)Mar-2019LS	eak Start/End	Time Days	Len :	Spots	Rate Pri	Rtg Type	Spots	Amount
Start Date	11	eek <u>Rate</u> 2 \$570.00	Rating 8.20						
N 6 WBRC 03/06/20 03/09/20 (Program: WBRC NEWS A	M-F News at 9p	9:00 PM-9	:30 PM 11	30	2	\$600 00P-02	7 10 NM	2	\$1,200.00
<u>Start Date</u> <u>End Date</u> <u>Week: 03/03/20</u> 03/09/20	Weekdays Spots/We	ek <u>Rate</u> 2 \$600.00	Rating 7.10						
N 7 WBRC 03/07/20 03/07/20 (Program: WBRC NEWS AT	Sa News at 9p	9:00 PM-9	:30 PM1-	:30	1	\$300.00P-02	5.00 NM	1	\$300 00
Start Date	Weekdays Spots/We	rek <u>Rate</u> 1 \$300.00	Rating 5.00						
N 8 WBRC 03/08/20 03/08/20	Su News at 9p CM Su News at 9p	9:00 PM-9:	30 PM1	30	1	\$450 00P-02	8.50 NM	1	\$450.00
(Program: WBRC NEWS AT	9P SUN)Mar-2019LS								
<u>Start Date</u> <u>End Date</u> Week: 03/02/20 03/08/20	Weekdays Spots/We	ek <u>Rate</u> 1 \$450.00	Rating 8.50						
	·					1	otals	12	\$5,265.00

Date: 3/5/2020

TRAFFIC INSTRUCTION #417093: Tuberville Runoff

Est. 1315, Tuberville for Senate - Runoff TV - 3/6 - 3/9
Estimate Flight: 03/03/20 - 03/09/20
Instruction Dates: 03/06/20 - 03/09/20

Agency:

AxMedia

Client:

Tommy Tuberville for Senate

Product:

2020 Primary Election

Mkt/Sta:

Birmingham:WBMA-S2,WBRC-TV,WIAT-TV,WVTM-TV, Huntaville:WAAY-TV,WAFF-TV,WHNT-TV

 Start Date
 End Date
 DP
 Start Time
 End Time
 ISCI / Ad-ID
 Creative Title
 Len
 Rot%
 Seg#

 3/6/2020
 3/9/2020
 TTALS0305H
 Fired H
 :30
 100%

Line Comments: spot shipping via extreme reach.

Traffic Disclaimer "Do not down convert any HD spots. Please run the SD spots that are provided for SD channels" (Only run per your contracted dates & times. This is NOT a contract.)

Signature:

POLITICAL ADVERTISEMENT REVIEW FORM

A. IDENTIFY THE TYPE OF SPOT

Candidate Advertisement (sponsored by a legally qualified federal, state or local	l candidate)
---	--------------

> Answer Questions 1-4 in Section B below and confirm political file includes following

	only on the conjunt political file includes following
	information (some of which may be provided on the NAB PB-18):
	Name of candidate and office sought
	Name of authorized committee of the candidate
	Name of committee's treasurer
	Rate charged for spot
	Spot length
	Dates and times spot scheduled to air and actually aired
	Class(es) of time purchased
	Any other information relevant to order (e.g., makegoods/rebates)
	Non-Candidate "Issue" Advertisement (sponsored by a third-party, such as a PAC, political party, corporation or advocacy group).
	The issue ad references a <u>federal</u> candidate, a <u>federal</u> election and/or a political matter
- 1	of <u>national</u> importance (e.g., Economy, Immigration, Climate Change).
- 1	
\	Answer Questions 1-5 in Section B below and confirm political file includes
1	following information (some of which may be provided on the NAB PB-18):
1	Name of person purchasing the time (i.e., the sponsor)
1	Name, address and phone number of a contact person for sponsor
1	Rate charged for spot
1	Dates and times spot scheduled to air and actually aired
1	Class(es) of time purchased
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M = 1	OR
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1	The issue ad only reference a state /local maticinal
1	The issue ad only references a <u>state/local</u> political matter or controversial issue of public
	importance (e.g., school bond, local infrastructure, ballot measure).
}	List all state/local political matters/issues referenced in the spot:
ì	and an other-yiotal pointest mattersylasues rejerenced in the spot:
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L	➤ Answer Questions 1 and 5 in Section B below.

В.	COLLECT INFORMATION
1.	Full Name of Ad Sponsor (e.g., Candidate Committee or PAC): Tuberile for Senate
	Name of Ad or ISCI Code: TTAL SO305H "Fired H" : 30
	Date Spot Received: 3 5 2020
	Has the Ad Buyer or Ad Sponsor provided a completed NAB Form?
	If No, please confirm you have obtained all required information for the political file as listed in Section A.
2.	Does the spot reference a candidate for federal office (President, Vice President, Senate, or House)? (Yes) No
	If Yes, then for each federal candidate referenced in the spot, list:
	Candidate's full name Tomm Tubeville
	Office sought by candidate: W Scotte
	Election candidate is participating in:
3.	Does the spot reference a federal election? Yes No
	If Yes, then list all elections referenced:
4.	Does the spot reference a political matter of <u>national</u> importance (e.g., Economy, Immigration, Climate Change) or any pending federal legislation (e.g., Affordable Care Act)? No
	in the spot: State That Trum (aid DC in Soler Left Jessons was a
	"total disaste". Tuberille sous he's not a carre mixing of he
1	units to help Trimp. fight the dump.
5. ~	If the spot is sponsored by a third-party entity (i.e., political action committee, advocacy group, corporation, association or other unincorporated group), a list of chief executive officers, members of the executive committee, or the board of directors of the sponsor must be uploaded to the public file. Did you receive a list of these individuals from the sponsor? Yes No
	Did you ask the sponsor or ad buyer <u>in writing</u> if the list provided is a complete and accurate list of all individuals that must be disclosed? ¹ Yes No

¹ Before an issue ad order is finalized, the station representative should confirm in writing with the ad buyer that the provided list of chief executive officers, members of the executive committee, or the board of directors of the sponsor is complete and accurate.

WOC12411966 [01.00]

Order Printout

Traffic #: Order Status:

> Confirmed Start/End Dates: 03/03/20 - 03/16/20 C/P/E:

164 / 213 / 1315

FOX & NEWS WBRC

1545742 Agency: **AxMedia** Product Desc.: 2020 Primary Election

Buyer Order #: 9441904 Advertiser: Tommy Tuberville for Senate Estimate Desc.: Tuberville for Senate - Runoff TV - 3/6 - 3/10

Total Cost:

Property: WBRC TV Primary Demo: Adults 55+ (RTG) Received Date: 3/06/20 6:27 AM \$5,265.00 (Cash)

Sales Region: Loca

Birmingham House

Comments:

REV 3/6 - Shifted some Monday spots over to Tuesday. Notated with "REV" on comment line. Please confirm. Thank you!Please include ISCI and Estimate on all invoices. We are set up to receive invoices electronically: TV Invoices ID: 9916670 or TV16670 and RADIO Invoices ID: 9914861 OR RI14861. Marketron #200345, Spotdata #2095, eMediaTrade (AdCoreLocal) #EMT12794Separation: 30

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